

# Operator's Lesson Plan

## Violent Gang and Terrorist Organization File

### I. Introduction

1. The NCIC 2000 Violent Gang and Terrorist Organization File (VGTOF) has been designed to provide identifying information about violent criminal gangs and terrorist organizations and members of those gangs and organizations to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about these organizations and members to facilitate criminal investigations.
2. Because VGTOF information is based on investigative information not previously subject to independent judicial review, strict adherence to policy on the security, use, and dissemination of VGTOF information is necessary.
3. **VGTOF information is exclusively for the use of criminal justice agencies for criminal justice purposes. In no case should VGTOF information be disseminated to any noncriminal justice agency.**

The VGTOF is composed of two components or “capabilities:

1. The **Group Reference Capability (GRC)** provides information about gangs and terrorist organizations. This capability can be accessed by a QGG inquiry.
2. The **Group Member Capability (GMC)** provides information on individual members of gangs or terrorist organizations. This capability can be accessed by a QGM inquiry.

### II. Objectives

Upon completion of this lesson, the user will be able to answer test questions relating to the inquiry and entry of data in to the Violent Gang and Terrorist Organization File.

### III. Entry Criteria Group Reference Capability (GRC)

1. For purposes of entry in the GRC, a **gang** must meet the following criteria:
  - a. The group must be an ongoing organization, association, or group of three or more persons; and

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- b. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity or delinquent conduct.
2. **Criminal or Delinquent Conduct** includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary, and/or carjacking.
3. **Delinquent Conduct**, as with the Wanted Person File, is conduct of a juvenile which would be a crime if committed by an adult.
4. **Criminal Conduct** includes acts committed during incarceration which are often labeled disruptive and which could be punished as crimes.
5. For purposes of entry in the GRC, a **terrorist organization** must meet the following definition:
  - a. The group must be an ongoing organization, association, or group of three or more persons; and
  - b. The group must be engaged in conduct or a pattern of conduct which involves the use of force or violence; and
  - c. The purpose of the group in using violence must be to intimidate or coerce a government, civilian population, or segment thereof, in furtherance of political or social objectives.
  - d. As of February 4, 2004 the FBI Washington DC office will make all Terrorist Organization and Terrorist Member entries. The IDACS Newsletter 2004 – 4 will have further information on this topic.
6. Tagger groups, whose interest and/or activity is spray painting do not meet the criteria for entry.
7. The first agency (primary ORI) which enters a particular group/subgroup combination for a gang (EGG) or terrorist organization (EGGT) GRC record is responsible for all fields of the base record and supplemental record except for additional ORI/Point of Contact (POC) data entered by subsequent originating agencies. Subsequent entries for that particular group/subgroup will be permitted to allow another agency to express an interest by adding its own ORI and point of contact information. The subsequent agency **cannot** enter or modify any field in the record other than its own ORI or POC Fields. If subsequent entries contain data in the TTO, HND, GTI, DRS, or MIS Fields, that data will be ignored.

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## IV. Retention Period for GRC Entry

1. **Single-interest records** are retained indefinitely or until removed by the originating agency.
2. **Multiple-interest records** are retained indefinitely or until all agencies remove their interest in the record.

### A. Group Reference Data Entry Transaction (EGG/EGGT)

**GROUP REFERENCE DATA ENTRY TRANSACTION (EGG)**

**USER DATA**

User ID (UID): TTESTER

Password Field (PWD):

Entering Agency (ENT):

Requestor (RQR):

**AGENCY/CASE DATA**

Originating Agency Code (ORI): INISP00X8

Gang Organization: G

**GROUP DATA**

Group Name (GNG):

Subgroup Name (SGP):

Point of Contact (POC):

Identifying Tattoos (TTO):

Identifying Dress (DRS):

Identifying Hand Signals (HND):

Identifying Graffiti (GTI):

Miscellaneous (MIS):

Command:

FOX-PRIM T SPHQ00X8 TTESTER LOG 0 Message 13:27

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### Group Data

1. Group Name (GNG)
  - a. Required.
  - b. Must be a valid Group Name assigned by NCIC. If no NCIC code is listed for the group name, the generic code "ULISTED GROUP" may be used, however, the record will remain in file for 96 hours.

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2. Subgroup Name (SGP)
  - a. Required.
  - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".
3. Point of Contact (POC)
  - a. Required.
  - b. Enter a maximum of fifty characters for the point of contact's name.
4. Identifying Tattoos (TTO)
  - a. Refer to the NCIC 2000 Online Manual for all valid special characters allowed in this field.
5. Identifying Dress (DRS)
  - a. This field describes any specific clothing that signifies gang membership. A maximum of twenty-five free text characters are allowed in this field.
6. Identifying Hand Signals (HND)
  - a. A maximum of twenty five free text characters for any hand signals used by a gang member.
7. Identifying Graffiti (GTI)
  - a. Enter up to twenty five free text characters.
8. Miscellaneous (MIS)
  - a. Enter a maximum of 250 characters.
  - b. Any information that will further identify the group, Ex: where they frequent, additional dress, etc.

## V. Supplemental Data Entry Group Reference

Supplemental record entry can only be made by the primary ORI. Any subsequent agency with an interest should contact the primary ORI to request supplemental information when appropriate.

Up to nine entries are allowed in the TTO, DRS, HND, and GTI Fields.

Information must exist in the corresponding record fields of the base record in order to make a supplemental entry.

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## B. Group Reference Supplemental Data Entry Transaction

**Omnibox Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**GROUP REFERENCE SUPPLEMENTAL DATA ENTRY TRANSACTION (EGGN)**

Requestor (RQR) \_\_\_\_\_

AGENCY/CASE DATA

Originating Agency Code (ORI) JINISP0000

RECORD IDENTIFYING DATA

Group Name (GNG) \_\_\_\_\_

Subgroup Name (SGP) \_\_\_\_\_

SUPPLEMENTAL GROUP DATA

Identifying Tattoos (TTO) \_\_\_\_\_

Identifying Tattoos (TTO) \_\_\_\_\_

Identifying Tattoos (TTO) \_\_\_\_\_

Identifying Dress (DRS) \_\_\_\_\_

Identifying Dress (DRS) \_\_\_\_\_

Identifying Dress (DRS) \_\_\_\_\_

Identifying Hand Signals (HND) \_\_\_\_\_

Identifying Hand Signals (HND) \_\_\_\_\_

Identifying Hand Signals (HND) \_\_\_\_\_

Identifying Graffiti (GTI) \_\_\_\_\_

Identifying Graffiti (GTI) \_\_\_\_\_

Identifying Graffiti (GTI) \_\_\_\_\_

TEST INDICATOR \_\_\_\_\_

Command: \_\_\_\_\_

FOX-PRIM T DP520 TRN20 LOG 0 Message 13:47

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### Record Identifying Data

1. Group Name (GNG)
  - a. Required.
  - b. Must be a valid Group Name assigned by NCIC.
2. Subgroup Name (SGP)
  - a. Required.
  - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".

### Supplemental Group Data

1. A maximum of nine entries allowed in the TTO, DRS, HND, and GTI Fields but only three per transaction.

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## VI. Entry Criteria Group Member Capability (GMC)

1. Entry of a gang or terrorist organization member in the Group Member Capability can be made providing that a GRC record is already entered for the group and that member belongs to that group.
2. GMC records are individually entered by each agency. This enables each agency to place any identifying information, which may be different among agencies, in its own record. Multiple records on one record subject may be returned to an inquiring agency.
3. The criteria identified to support entry should be documented for purposes of validation and audit. Additionally, each GMC record **must** include a notation in the Criteria for Entry (ECR) Field. The following criteria must exist with respect to any individual, whether a gang or terrorist organization member, to be entered in the GMC:
  1. Must be a member of a gang or terrorist organization and subgroup thereof which meets the criteria for and is entered in the GRC; and
  2. Has admitted membership in that gang or terrorist organization (and subgroup) at the time of his/her arrest or incarceration; or

Meets any two of the following:

- a. Admitted membership in a gang or terrorist organization at the time of his/her arrest or incarceration.
- b. Has been identified by an individual of proven reliability as a group member;
- c. Has been identified by an individual of unknown reliability as a group member and that information has been corroborated in significant respects;
- d. Has been observed by members of the entering agency to frequent a known group's area, associate with known group members and/or affect that group's style of dress, tattoos, hand signals, or symbols;
- e. Has been arrested on more than one occasion with known group members for offenses consistent with group activity;
- f. Has admitted membership in the identified group at any time other than arrest or incarceration.
- g. Terrorist acting alone.
- h. Subject is suspected or believed to be associated with terrorism or a terrorist organization.

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3. Only the Washington DC FBI office will be entering all possible terrorists into the VGTOF database. Responses, "Hits", on these subjects in NCIC have specific instructions on how to handle the situation. ***Please assist the FBI by following these instructions explicitly and only detain subject if specifically directed to do so or if your department has cause for arrest.*** Never alert the subject to their status in the VGTOF. Do not send hit confirmations based on a VGTOF "Hit". If the subject has a warrant, he or she will also be entered as a wanted person. These FBI investigations are preliminary and VGTOF Files are being used mainly as a tracking device. The IDACS Newsletter 2004 – 4 will have further information on this topic.

## VII. Retention Period

1. A GMC record will remain active until it is canceled by the entering agency or until the Date of Purge (DOP) is equal to the current date. The maximum retention period for a GMC record is 5 years unless entered by a corrections agency then the DOP Field is changed to show the release date for the subject from incarceration.
2. A GMC record with a GNG of UNLISTED GROUP will be retired 96 hours after entry and the originating agency will not be notified.

## VIII. Validation

The GMC will be validated according to the same schedule and in the same manner as Wanted Person File records.

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## C. Group Member Data Entry Transaction (EGM/EGMT)

**AGENCY/CASE DATA**

Originating Agency Code (ORI) [INISP00T1] Gang/Terrorist Organization [ ]

Agency Case Number (OCA) [ ]

Notify Originating Agency (NOA) [ ] Date of Purge (DOP) [ ]

Criteria for Entry (ECR) [ ] Caution and Medical Conditions (CMC) [ ]

**GROUP DATA**

Group Name (GNG) [ ]

Subgroup Name (SGP) [ ]

**PERSON DATA**

Name (NAM) [ ] Sex (SEX) [ ]

Race (RAC) [ ] Height (HGT) [ ] Weight (WGT) [ ]

Hair Color (HAI) [ ] Eye Color (EYE) [ ] Skin Tone (SKN) [ ]

Date of Birth (DOB) [ ] Place of Birth (POB) [ ]

Scars Marks and Tattoos (SMT) [ ] Social Security Number (SOC) [ ]

Miscellaneous Number (MNU) [ ] FBI Number (FBI) [ ]

Finger Print Classification (FPC) [ ] DNA Available (DNA) [ ]

DNA Location (DLO) [ ]

License Number (OLN) [ ] State (OLS) [ ] Year (OLY) [ ]

Miscellaneous (MIS) [ ]

**Status Bar:** FOX-PRIM T DPS21 TRN21 LOG 0 Message 14:41

### Agency/Case Data

1. Gang Terrorist Organization
  - a. Required.
  - b. G for "Gangs".
2. Notifying Originating Agency (NOA)
  - a. Values are "Y" for (yes) and "N" for (no). Defaults to "N".
  - b. When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the GMC is known, Y should be entered into the NOA Field.
3. Date of Purge (DOP)
  - a. MMDDYYYY.
  - b. It must be in the order of month/day/year and MUST be five years or less from the entry date. If left blank, the system sets the purge date five years from the entry date.



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A Corrections Agency, may enter "XXXXXXXX" to keep the record from being purged (ORI must end in "C").

4. Criteria for Entry (ECR)
  - a. Required.
  - b. This field contains the criteria used for entering a file for a gang. This entry must match the valid group name in NCIC online Code Manual. Valid codes are: A, BC, BD, BE, BF, CD, CE, CF, DE, DF, EF, G, H.
  - c. Codes G and H can be used alone or in combination with any of the other codes.
5. Caution Medical Conditions (CMC)
  - a. Required.
  - b. All GMC records are entered with a caution indicator.

## Group Data

1. Group Name (GNG)
  - a. Required.
  - b. Must be a valid Group Name assigned by NCIC.
2. Subgroup Name (SGP)
  - a. Required.
  - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".

## Person Data

1. Date of Birth (DOB)
  - a. Optional.
  - b. If DOB is an optional field (i.e., not the only numeric identifier), "00" may be entered for "MM" and "DD" positions.
2. DNA Available (DNA)
  - a. "Y" or "N".
  - b. The DNA Field has a default value of N meaning there are no DNA data available. When set to Y, then information must be contained in the MIS Field regarding obtaining this data.

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3. DNA Location (DLO)
  - a. Free text.
  - b. Location where DNA samples are available.
4. Miscellaneous (MIS)
  - a. Enter a maximum of 500 characters.
  - b. Aliases, vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record.
  - c. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.
  - d. When an agency enters two or more GMC records for individuals who are known to be associating with each other, each existing GMC record entry should be cross-referenced to the other. This cross-referencing can be done by placing the name and NIC of each GMC record in the MIS Field of the other GMC record.

## IX. Supplemental Entry

1. Entry of other additional identifiers as a supplemental record to a Group Member record may be made only by the agency that entered the Group Member.
2. All fields are optional, and should only be used if a supplemental entry is required.
3. Supplemental entry of a record is restricted to the agency that entered the record.

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## D. Enter Supplemental Data (EN/ECN/EMN/EGMN/EXSN)

**ENTER SUPPLEMENTAL DATA (EN/ECN/EMN/EGMN/EXSN)**

AGENCY/CASE DATA  
 Originating Agency Code (ORI)  Message Key

RECORD IDENTIFYING DATA  
 ID# Number (ID#)   
 Agency Case Number (OCA)

SUPPLEMENTAL AGENCY/CASE DATA  
 Caution and Medical Conditions (CMC)

SUPPLEMENTAL PERSON DATA  
 Alias Name (AKA)  Date of Birth (DOB)   
 Stars Marks and Tattoos (SMT)     
 Social Security Number (SOC)   
 Miscellaneous Number (MNU)   
 License Number (OLN)  State (OLS)  Year (OLY)

SUPPLEMENTAL VEHICLE DATA

Command:

FOX-PRIM T DP520 TRN20 LOG 0 Message 13:50

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### Agency/Case Data

1. Message Key
  - a. Required.
  - b. GMN – Gang.

### Supplemental Person, Vehicle, and License Data

1. A maximum of 99 AKA's, 10 CMCs, 9 DOB's, SMT's, MNU's, SOC's, OLN's, LIC's, and VIN's may be added to a Group Member Record.

### Supplemental Image Data

1. IMN and IMT Fields (up to 12: 1 mug shot, 1 signature, and 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction.

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## E. Group Reference Modify Transaction (MGG)

The screenshot shows the Omnibox Force software interface for the Group Reference Modify Transaction (MGG). The window has a menu bar (File, Forms, Edit, Comm, Options, Tools, Windows, Links, Help) and a toolbar with icons for Transmit, Message Window, and Message Log. The form is divided into several sections:

- Entering Agency (ENT)**: A text field.
- Requestor (RQR)**: A text field.
- AGENCY/CASE DATA**:
  - Originating Agency Code (ORI)**: A text field containing "INISPO000".
- RECORD IDENTIFYING DATA**:
  - Group Name (GNG)**: A text field.
  - Subgroup Name (SGP)**: A text field.
- MODIFY AGENCY/CASE DATA**:
  - Originating Agency Code (ORI)**: A text field.
- MODIFY GROUP DATA**:
  - Point of Contact (POC)**: A text field.
  - Identifying Talboos (TTO)**: A text field with a dropdown arrow.
  - Identifying Dress (DRS)**: A text field.
  - Identifying Hand Signals (HND)**: A text field.
  - Identifying Graffiti (GTI)**: A text field.
  - Miscellaneous (MIS)**: A large text area.
- TEST INDICATOR**: A text field.

The bottom status bar shows "FOX-PRIM", "T", "DPS20", "TRN20", "LOG", "0 Message", and "13:51". The Datamaxx logo and "Leading Law Enforcement Technology" are at the bottom right.

### Record Identifying Data

1. Group Name (GNG)
  - a. Required.
  - b. Must be a valid Group Name assigned by NCIC.
2. Subgroup Name (SGP)
  - a. Required.
  - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".

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## F. Group Member Modify Data (MGM)

The screenshot displays the Omnibox Force software interface for the 'GROUP MEMBER DATA MODIFY TRANSACTION (MGM)'. The form is organized into several sections:

- Requestor (RQR):** A single text input field.
- AGENCY/CASE DATA:**
  - Originating Agency Code (ORI): Text input field containing 'INIS00T0'.
  - Name of Validator (VLN): Text input field.
- RECORD IDENTIFYING DATA:**
  - ID Number (IDN): Text input field.
  - Agency Case Number (OCA): Text input field.
- MODIFY AGENCY/CASE DATA:**
  - Originating Agency Code (ORI): Text input field.
  - Agency Case Number (OCA): Text input field.
  - Notify Originating Agency (NOA): Text input field with a dropdown arrow.
  - Date of Purge (DOP): Text input field.
  - Criteria for Entry (ECR): Text input field with a dropdown arrow.
  - Caution and Medical Conditions (CMC): Text input field with a dropdown arrow.
- MODIFY GROUP DATA:**
  - Group Name (GNG): Text input field.
  - Subgroup Name (SGP): Text input field.
- MODIFY PERSON DATA:**
  - Name (NAM): Text input field.
  - Sex (SEX): Text input field with a dropdown arrow.
  - Race (RAC): Text input field with a dropdown arrow.
  - Height (HGT): Text input field.
  - Weight (WGT): Text input field.
  - Hair Color (HAI): Text input field with a dropdown arrow.
  - Eye Color (EYE): Text input field with a dropdown arrow.
  - Skin Tone (SKN): Text input field with a dropdown arrow.
  - Date of Birth (DOB): Text input field.
  - Place of Birth (POB): Text input field with a dropdown arrow.
  - Scars Marks and Tattoos (SMT): Text input field with a dropdown arrow.
  - Social Security Number (SOC): Text input field.

The interface includes a menu bar (File, Forms, Edit, Comm, Options, Tools, Windows, Links, Help) and a toolbar with icons for Transmit, Message Window, and Message Log. The status bar at the bottom shows 'FOX-PRIM', 'T', 'DPS20', 'TRN20', 'LOG', '0 Message', and the time '13:52'. The Datamaxx logo and 'Leading Law Enforcement Technology' text are also present.

## X. Cancellation of the Group Reference Capability (GRC)

When an originating agency no longer has an interest in a GCR record or the record (interest) has been entered in error, the originating agency may cancel the record. If the primary ORI cancels the record, that agency's ORI and POC are removed. If there are no other agencies associated to the record, the entire record is canceled. If there are other agencies associated to the record, ownership of the GRC record is transferred to the next agency which then becomes the **primary ORI**. Cancellation by any agency other than the primary ORI simply removes that agency's ORI and POC from the record.

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## G. Group Reference Data Cancel Transaction (XGG)

The screenshot shows the Omnibox Force software interface. The title bar reads "Omnibox Force". The menu bar includes "File", "Forms", "Edit", "Comm", "Options", "Tools", "Windows", "Links", and "Help". The toolbar contains icons for "Transmit", "Message Window", and "Message Log". The main window is titled "GROUP REFERENCE DATA CANCEL TRANSACTION (XGG)". It contains several sections: "USER DATA" with fields for "User ID (UID)" (containing "TRN20"), "Password Field (PWD)", "Entering Agency (ENT)", and "Requestor (RQR)"; "AGENCY/CASE DATA" with fields for "Originating Agency Code (ORI)" (containing "INISP0000") and "Date of Cancellation (DOC)" (containing "01222004"); "RECORD IDENTIFYING DATA" with fields for "Group Name (GNG)" and "Subgroup Name (SGP)"; and "TEST INDICATOR" with a "Test Indicator" field (containing "N"). The status bar at the bottom shows "FOX-PRIM", "T", "DPS20", "TRN20", "LOG", "0 Message", and "13:53". The Datamaxx logo is in the bottom left corner, and "Leading Law Enforcement Technology" is in the bottom right corner.

### Agency/Case Data

1. Date of Cancellation (DOC)
  - a. Required.
  - b. The date entered must be the current date or the current one.

### Record Identifying Data

1. Group Name (GNG)
  - a. Required.
  - b. Must be a valid Group Name assigned by NCIC.
2. Subgroup Name (SGP)
  - a. Required.
  - b. Gang or Terrorist Organization Subgroup name. This entry must match the valid group name assigned by NCIC or be "UNLISTED SUBGROUP".

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## XI. Cancellation of Group Member Capability (XGM)

Cancellation of a GMC record is restricted to the ORI that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid.

All information about the record subject, including any supplemental information, is canceled when the XGM transaction is used. Benefits and effectiveness data is not collected for GMC records.

## H. Group Member Cancel Transaction (XMG)

The screenshot displays the Omnixx Force application window. The title bar reads "Omnixx Force". The menu bar includes "File", "Forms", "Edit", "Comm", "Options", "Tools", "Windows", "Links", and "Help". The toolbar contains icons for "Transmit", "Message Window", and "Message Log". The main window is titled "GROUP MEMBER CANCEL TRANSACTION (XMG)". It contains several data entry sections:

- USER DATA:** Includes fields for "UserID (UID)" (containing "TRN20"), "Password Field (PWD)", "Entering Agency (ENT)", and "Requestor (RQR)".
- AGENCY/CASE DATA:** Includes fields for "Originating Agency Code (ORI)" (containing "INISP0000") and "Date of Cancellation (DOC)" (containing "01222004").
- RECORD IDENTIFYING DATA:** Includes fields for "ID# Number (ID#)" and "Agency Case Number (OCA)".
- TEST INDICATOR:** Includes a "Test Indicator" field with a dropdown menu showing "N".

At the bottom of the window, there is a "Command:" field and a status bar. The status bar displays "FOX-PRIM", "T", "DPS20", "TRN20", "LOG", "0 Message", and "15:09". The Datamaxx logo is visible in the bottom left corner, and the text "Leading Law Enforcement Technology" is in the bottom right corner.

### Agency/Case Data

1. Date of Cancellation (DOC)
  - a. Required.
  - b. The date entered must be the current date or the current date minus one.